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RETURN TO 12-313

Chief, Classification and Wage Division

15 October 1953

Chief, General Services Office

Reclassification of Two Courier Positions

1. The following change in the Table of Organization for the Courier Unit, Mail Control Section, Records Management and Distribution Branch, Records Services Division, is requested:

Delete: 2 GS-5 Courier positions (Slots Nos. 1176.07 and 1176.08)

Add: 2 GS-6 Courier positions

2. This request is based on changes made in operation of the courier and the mail system. At present they have two GS-6 Couriers authorized in our T/O. One of these serves as courier dispatcher from the mail room in Que Building. The other serves as supervisor of the courier operation in "I", "J", "K", and "L" Buildings and is stationed in that area. In addition we wish to assign two of the senior couriers to serve as supervising couriers and "truck captains", one on each of the two mail trucks we now operate. These two employees would be assigned the responsibility for controlling keys to the mail trucks and for seeing that truck gates are locked at all times except while mail is being loaded on the truck at Que Building. They will supervise as well as assist in the sorting of mail on the mail trucks while enroute between courier stops, spot-check various pieces of mail and other material being handled to insure compliance with CIA regulations pertaining to addressing and security requirements, instruct and train subordinate couriers, report mechanical defects in mail trucks and arrange for repair of same when necessary. Occasionally, in addition to their supervisory responsibilities, they will also be required to perform the duties normally assigned to the GS-5 Couriers.

3. It would be appreciated if the T/O change requested could be effected at an early date.

SIGNED

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GSO/MFW:jas

cc: Chrono  
T/O file  
Rec. Serv. Pers. file

Chf. Rec. Serv. Div. ✓